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Approved For Release 2001/07/12 : CIA-RDP78-06207A000100080002-7

25X1A

MINUTES  
DD/S STAFF MEETING  
5 December 1972

[REDACTED]

2. Report on Recent TDY to the Far East - [REDACTED] 25X1A

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[REDACTED] briefed the meeting on his recent TDY to the Far East.

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3. Letters of Appreciation -- Mr. Coffey

a. John Harney, Commandant of the National Cryptologic School, has written a letter of appreciation for the efforts of [REDACTED] of OTR and [REDACTED] of DD/P rendered to the National Senior Cryptologic Course held 21 November.

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b. Major General Alexander Haig has written a letter of appreciation for special communications support rendered to him by Messrs [REDACTED] of the Saigon Station during General Haig's recent negotiations.

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c. Richard Chabot, President of the Beltsville Lions Club, has written a letter and sent a certificate of appreciation to [REDACTED] of OTR for his briefing of CIA to the Lions Club on 7 November.

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d. The Director has commended [REDACTED]

[REDACTED] of Printing Services Division of OL for the outstanding job done on three recent crash White House projects.

4. 9 December 1972 Family Visit -- Mr. Coffey 25X1A

The Support Directorate Day will be held this coming Saturday. Sessions will be held at 0930 and 1130 hours in the auditorium. Office Directors are requested to be sure that their respective Office coordinators have advised [REDACTED] O-DD/S (x7726), about attendance and headcount in the cafeteria. Office Directors or Deputies are asked to be at each of the two briefing sessions. Wives of the Office Directors or Deputies are NOT required to be present but may be at the discretion of their husbands.

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5. Christmas Parties -- Mr. Coffey

Christmas parties will be limited to 20, 21 and 22 December 1972. Sponsors will be expected to be in attendance and responsible for what happens and to keep things within the bounds of propriety. If any problems develop with the "merrymakers," call on the Office of Security. A collection will be held in the building for the less advantaged and it is being encouraged to forgo the parties and make contributions instead.

[redacted] queried as to the hours of the parties. Mr. Coffey answered that the parties should take place between 3 and 6 p.m.

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6. Around the Table

**25X1A**  
a. Mr. Coffey requested all Office Directors and their Deputies to advise [redacted] of their holiday leave plans.

b. [redacted] said that the Agency has reached 99.76% of its CFC goal falling just \$714 short of the \$294,966 target. There are still 40 cards out and it appears that the goal will be met. The Support Directorate has reached 92.05% of its goal, with 2,333 contributions and pledges and an average gift of \$28.38. 74.39% of the Support Directorate personnel have responded positively to the campaign. EAF now has \$17,194 and PSAS now totals \$14,939.

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c. Mr. Cunningham mentioned a "curious political problem" with the Navy, which wants OTR to certify that the Navy's instructor in [redacted] is properly qualified to train prospective [redacted]

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d. [redacted] mentioned that 9 December 1972 is the cutoff date for W-2 purposes for any changes in [redacted]

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DESTROY AFTER READING

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